

**CSO Solicitation No. 2346**

**Design Services for Improvements to the Retaining Wall Supporting Route 44  
Prequalification Category - Highway Design AND Bridge & Structural Design**

**ONLY FIRMS WHO ARE PREQUALIFIED IN THE CATEGORY ABOVE ARE ELIGIBLE TO SUBMIT. THOSE FIRMS HAVE RECEIVED THIS LETTER ELECTRONICALLY.**

**IT IS BEING POSTED HERE FOR INFORMATION ONLY.**

The Connecticut Department of Transportation (Department) is seeking to engage one (1) prequalified consultant engineering firm, in the category listed above, to provide design services for the preparation of contract plans, specifications, estimates and other necessary documents for the subject project. The purpose of this project is to rehabilitate or replace the existing rubble stone retaining wall that supports Route 44 in the vicinity of the historic Cargill Falls Mill, between Sabin Street and Church Street, in the town of Putnam. The wall has been showing signs of failure based on visual indicators such as bulges and loss of material as well as settlement of the sidewalk on top of the wall. Improvements to this wall are necessary to maintain the safety and welfare of the travelling public on Route 44.

The selected consultant firm will perform the following tasks:

- Preliminary and Final Design activities
- Regulatory permitting activities
- Other tasks as required for the completion of plans, specifications and estimates
- Design services during construction and other related engineering-construction support activity

The contract is anticipated to utilize either a lump sum or cost plus fixed-fee payment method, based on the scope of work developed and negotiated.

The selected firm must provide all electronic design data (i.e., Ground files, Design files, Digital Terrain Models [surfaces], Alignments, Contract Plans, and/or all other Electronic Engineering Data) in conformance with the Department's CONNECT Digital Design Environment. Submissions will also be required to comply with the Department's Digital Design Environment and the Digital Project Development Manual at the following link:  
<https://portal.ct.gov/DOT/Engineering-Applications/CTDOT---CONNECT-DDE>

Firms responding to this request should be of adequate size and sufficiently staffed and experienced to perform this assignment and will be required to provide the necessary staffing upon execution of the contract.

If your firm would like to be considered for this assignment, your submittal should consist of a letter-of-interest limited to one (1) page, a Department Form CSO 255 (Rev. Jan. 2016) and a maximum of five (5) resumes of the key personnel, which are limited to two (2) pages each. One of the resumes must be that of the proposed Project Manager in charge of the work, as well as the assurance that he/she will be available for work when required. (The CSO 255 form can

be found online at <https://portal.ct.gov/DOT/Consultant-Selection/Consultant-Selection-Information>.)

Electronic Submittal – A .pdf of your CSO 255 must be emailed to [David.Mancini@ct.gov](mailto:David.Mancini@ct.gov) by 3:00 p.m. on or before **July 9, 2020**, and must be no larger than 10 MB in size. The file name should be in the following format: CSO#2346.FirmName. You will receive a confirmation email by 4:00 p.m. on the due date, once your submittal has been accepted. Please retain proof of sending your submission before the due date/time, in the unlikely event that your email is not received. If you do not receive a confirmation by the time specified above, please contact the Consultant Selection Office at 860-594-3498 or at the email listed above. Firms, who are shortlisted, based on their CSO 255 submittal, will be notified by the Consultant Selection Office of the time and date for their final selection interview. Final selection is anticipated by September 30, 2020.

Your CSO 255 submittal should identify your proposed staff and their qualifications, experience, and availability to perform the required services. Your submittal will be evaluated on the following criteria:

- (1) Experience, qualification, workload, and availability of current staff including sub-consultants proposed for this assignment. Weighted scoring value = 10%
- (2) Proposed staff or sub-consultant capabilities/experience in the following:
  - a. Highway Design. Weighted scoring value = 20%
  - b. Bridge and Structural Design. Weighted scoring value = 35%
  - c. Geotechnical Engineering. Weighted scoring value = 10%
  - d. Traffic Engineering. Weighted scoring value = 15%
- (3) Familiarity with FHWA and Department design standards, policies and procedures. Weighted scoring value = 10%

Responding firms must provide copies of the following required licenses, certifications, and/or registrations for the proposed lead personnel that indicate they are in current standings: *Connecticut Professional Engineer*.

You are advised that a Disadvantaged Business Enterprise (DBE) goal applies to this contract. The goal will be no less than four percent (4%) of the agreement value. Within the letter-of-interest submittal, you must include the designated certified DBE sub-consultant(s) which you plan to use. To be eligible for DBE credit, the sub-consultant(s) must be currently certified by the Department in the specific type of work to be performed. If the prime consultant is a Connecticut certified DBE firm, they will satisfy the DBE requirement provided the firm is certified to receive DBE credit for the type of work being performed. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing will not be allowed.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252, 4a-81, and 4-252a, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification), Form 5 (Consulting Agreement Affidavit), and Form 7 (Iran Certification) prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of Connecticut (State) of Fifty Thousand Dollars (\$50,000) or more in a calendar or fiscal year. Form 7 applies to any consulting agreement/contract which has a total cumulative value to the State of Five Hundred Thousand Dollars (\$500,000) or more. Any consultant that does not complete the certifications (Form 1 & 7) required under subsection (c) of CGS 4-252 and subsection (b) of CGS 4-252a or refuses to submit the affidavit (Form 5) required under subsection (b) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals, in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Please note, in an effort to streamline the certification and affidavit process for agreement execution, the Department is requiring all selected firms to upload Forms 1, 5 and 7 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Directions and forms can be found at <https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>.

For all State contracts, as defined in CGS § 9-612(f)(1) having a value in a calendar year of Fifty Thousand Dollars (\$50,000) or more or a combination or series of such agreements or contracts having a value of One Hundred Thousand Dollars (\$100,000) or more, the authorized signatory to this submission, in response to the State's solicitation, expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising State contractors of State campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice may be found online at <https://portal.ct.gov/seec> by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation.

Prior to the negotiation process, the selected firm will be required to have a Department-approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm approved to do business in the State of Connecticut. A minimum of \$2,000,000 Professional Liability Insurance coverage, with a maximum deductible of Two Hundred Fifty Thousand Dollars (\$250,000), will be required. Proof of coverage must be submitted on a form acceptable to the State prior to the start of the negotiations process.

The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant services, and is under no obligation to contract for the services specified herein.

The Department, in its sole discretion, reserves the right to award subsequent phases of an assignment to other qualified firms.

The Department reserves the right to add an additional project(s) of a similar nature for a separate selection should additional projects become available prior to the interview phase of the selection process.

Please be advised that firms must continue to be prequalified in the specified categories for the year a shortlist is finalized and/or a selection is made.

All inquiries regarding this request for letters-of-interest shall be directed to Mr. David M. Mancini of the Consultant Selection Office at (860) 594-3498.

Very truly yours,

James A. Fallon, P.E.  
Division Chief of Highway Design  
Bureau of Engineering and Construction

Susan M. Libatique/sml

bcc: Comr. Giuliatti – Dep. Comr. Rolfe – Dep. Comr. Eucalitto

Amy L. Ravitz

Judd B. Everhart

Jackie Primeau

Mark D. Rolfe

Scott A. Hill

Theodore H. Nezames

Charles F. Roman

Debra A. Goss – Please note % DBE

Doris Vieira – Gloria Davis-Delancy – Patrick Joyce

David M. Mancini, Consultant Selection Office (copy e-mailed for web page)

James A. Fallon – Susan M. Libatique – Sebastian A. Cannamela